

Fremont Festival of the Arts

Business Marketplace Rules and Regulations

Insurance: Adequate insurance against all public liability claims and costs, including reasonable attorney's fees incurred as a result of any personal injury or property damage is required. Exhibitors are required to provide a Certificate of Insurance naming the Fremont Chamber of Commerce as an additional insured. Insurance Policy Limit must be a minimum of \$1,000,000. Sample COI: tinyurl.com/2023FOAsample

Booth Fees & Payment: Booths will be sold on a first come, first serve basis as space is limited. Full payment must accompany the completed application. Booth space will not be confirmed without full payment. There is a \$45 charge for returned checks.

Cancellation: Cancellations received prior to 5:00 p.m. on Friday, June 27th, 2025 will receive a full refund of participation fees, less credit card service fee. Cancellations received after that date will not be subject to refund unless booth space is resold.

Rule Violations: Any flagrant violations of the Festival of the Arts guidelines and rules set forth by the Festival Committee will constitute an immediate removal from the Festival of the Arts with no refund. Failure to comply with Festival of the Arts rules will forfeit eligibility in future years.

Parking: Parking will be made available for all vendors. Please park in the designated Festival Vendor Parking areas or your car may be towed.

Set Up and Tear Down: Festival of the Arts hours are 10:00 a.m. to 6:00 p.m. Saturday, August 2nd and Sunday, August 3rd. Booths must be set-up and staffed no later than 9:30 a.m. on Saturday and may not be disassembled before 6:00 p.m. on Sunday.

Clean Up: Booth area must be kept clean during the entire show and is the responsibility of the vendor. In addition, each vendor is responsible for leaving his/her booth space clean and free of debris at the end of the show. Should a vendor fail to leave his/her booth space clean and free of debris at the end of the show, the vendor may forfeit his/her right to participate in future shows or will be required to submit a cleaning deposit for future shows.

Trash and Recyclables: Vendors must transport their recyclable materials (cardboard, glass, aluminum) and other trash to the designated Festival bins. The Festival provides ample space for your convenience, please do not use our neighbors bins.

Damage: You are responsible for any damage that may result from your participation (deliveries, improper set-up, extending outside the booth perimeters, etc.). The Fremont Chamber of Commerce is not responsible for any theft or damage.

Electricity: Electricity is not available on the Festival site. Should you require electricity, you must provide a generator and inform Festival management on your application (prior to the Festival date). Festival management must approve the use of generators. Generators must be "whisper quiet" and not exceed 1200 watts.

Pets: Pets and animals are not allowed in booths or on Festival of the Arts grounds.

Alcoholic Beverages: Absolutely no alcoholic beverages will be allowed or consumed in any booth or brought onto Festival of the Arts grounds. Violation of this rule will result in the immediate closure of the booth with no refund.

Smoking: Absolutely no smoking will be allowed in any booth, this includes electronic cigarettes and vaping devices. Violation of this rule will result in the immediate closure of the booth with no refund.

Photography: Festival reserves the right to use vendors' names and photographs in connection with promotion of the Festival.

City Vendor Fee: The City of Fremont requires any vendor located within the City of Fremont to have a business license. If your business is located within city limits, you must provide your business license number on this application. If your company is not located within city limits, you are required to hold a Temporary Vendor Permit. The fee is \$5 and is listed in the fee section of the application. Please remit this fee with your application and we will file the necessary permit application for you.

California Department of Tax & Fee Administration: All vendors are required to submit a valid California Resale Number with application. Exempt vendors must submit California Department of Tax & Fee Administration form CDTFA-410-D with completed application. Documentation for exempt vendors must be submitted with your completed application. Form CDTFA-410-D can be found here: cdtfa.ca.gov/formspubs/cdtfa410d.pdf

Chamber Members: Participants in Business Marketplace must be members in good standing of the Fremont Chamber of Commerce at the time of the show.

Sales: Retail sales may be conducted in Business Marketplace booths. Sales in the booth must be the member's primary business as defined by the business of record at the Chamber office. Business Marketplace members may not solicit or collect donations for third party non-profit organizations.

Consumables: Food or beverages may not be served or sold by members, as this is in direct competition with our food vendors.

Booth Space Placement: Members will be assigned to booth locations in the order that they register. Member may not trade locations or sublet space without prior permission of the Chamber office.

Signage: Each individual booth is responsible for their own signage. No signs, banners or flags are to be attached above the booth. Members who represent products and services of another company will be able to display no more than one 24 inch by 36 inch poster of each company, with a maximum of four posters. Drawing prizes and giveaways will be limited to one 24 inch by 36 inch poster and may not conflict with any exclusive sponsor of the Festival of the Arts.

Booth Structure: Members must provide their own canopies, tables and chairs. Canopies can not exceed their allotted space and must be weighted to prevent blow-over from wind.

Shared Booth Space: Booth space may be shared between two member companies in good standing only. There is a surcharge for shared booths. Only one member may be named as Chamber contact. Chamber will not be responsible for multiple billings or mailings.

Vehicles: No street vehicles of any kind are to be displayed in Business Marketplace. Any other vehicles must be approved by Festival management, please contact the office by July 19th, 2024.

No Roaming: While handing out information about your company is encouraged, members must remain within their allocated booth space. Absolutely no roaming is allowed.

Be a Good Neighbor: Members are responsible for managing lines of visitors originating from their booths and must direct the line so as not to interfere with other members. In addition, please be considerate of other exhibitors in terms of display devices and sound volume.

First time Business Marketplace Members: Must attend a pre-Festival meeting on a date to be determined. We strongly encourage previous Business Marketplace members to attend as well.

Participation & Hold Harmless Agreement

The undersigned, as agent for the organization, individuals and/or agency represented agrees to abide by the rules and regulations in this agreement, and understands that should the organization, or members of the organization fail to observe and abide by the rules and regulations as set forth above, the organization will become ineligible to participate in future Festivals. I further agree to hold the FREMONT CHAMBER OF COMMERCE, THE CITY OF FREMONT, AND ITS AGENCIES, free and harmless from any and all liability for bodily injury, property damage or loss arising out of activities resulting from participation in the Fremont Chamber of Commerce annual Fremont Festival of the Arts, August 2nd and 3rd, 2025.

Name

Signature

Date